INTRODUCTION

ACCOUNTING AND FINANCIAL INFORMATION SYSTEM

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PREFACE

The Hewlett-Packard Accounting and Financial Information System is a computer-based accounting system for small business applications.

This booklet summarizes the features of the Accounting and Financial Information System; outlines the functions of files, programs and commands used by the System; and discusses supporting material and facilities available to Hewlett-Packard customers.

This *Introduction* is one of three manuals that describe the Accounting and Financial Information System. The other two manuals are:

- *ACCOUNTING AND FINANCIAL INFORMATION SYSTEM CONVERSION GUIDE*
  This reference manual describes procedures used to convert current accounting records into a data base for use by the Accounting and Financial Information System.

- *ACCOUNTING AND FINANCIAL INFORMATION SYSTEM JOB CONTROL*
  This reference manual describes how to use all programs in the Accounting and Financial Information System. It describes the commands used by each program; how to set up, start and stop each program; and provides program charts and sample program runs.

Readers planning to use the Accounting and Financial Information System must be familiar with the contents of the *MOVING-HEAD DISC OPERATING SYSTEM* manual (HP 02116-91779).

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INTRODUCTION

The Hewlett-Packard Accounting and Financial Information System is a computer-based accounting system for small business applications. The Accounting and Financial Information System provides a complete data base of accounting records, automatically performs operations common to small business accounting requirements, and conforms to standard accounting practices and procedures; yet the system is simple to use, flexible in operation and easily modified for special applications.

The Accounting and Financial Information System is a set of computer programs, files and commands used to process accounting information through a Hewlett-Packard computer operating under the control of the Moving-Head Disc Operating System, one of Hewlett-Packard's standard operating systems. System programs, files and commands perform these functions:

- SYSTEM PROGRAMS: process accounting transactions, prepare timely financial reports, and maintain system files.

- SYSTEM FILES: enter new accounting transactions and accounting information into the system programs, retain current period information, and store complete and accurate records of all accounting information used.

- SYSTEM COMMANDS: give instructions to the system programs that dictate what system functions they are to perform.

The Moving-Head Disc Operating System (DOS-M) includes an extended file manager that provides a complete interface between the DOS-M operations and the accompanying system programs, files and commands. The extended file manager routines efficiently process the extensive disc-oriented data base that is the heart of the Accounting and Financial Information System. Once the system has been started, people using it need only follow the correct procedures for file handling and program operation.

SUBSYSTEMS

Accounting and Financial Information System programs, files and commands are grouped into related sets, called subsystems, each of which handles one phase of a complete accounting system. Each subsystem processes transactions, updates the data base and provides reports on accounting system activity for business management in one of the following areas: Accounts Receivable and Inventory, Accounts Payable, Payroll and Financial Statements.

- ACCOUNTS RECEIVABLE AND INVENTORY SUBSYSTEM: Processes all debtor invoices and all inventory activity; prepares management reports on customers, total receivables, reorder levels, suppliers and inventory values; and makes any appropriate entries to other subsystems.

- ACCOUNTS PAYABLE SUBSYSTEM: Processes all creditor invoices, prepares management reports for current and overdue payments; and makes any appropriate entries to other subsystems.

- PAYROLL SUBSYSTEM: Processes employee payroll and tax records, prepares management reports for check registers, financial registers and time journals; and makes any appropriate entries to other subsystems.

- FINANCIAL STATEMENTS SUBSYSTEM: Processes financial data produced by other subsystems and prepares management reports for: a full double entry ledger, profit and loss statements, disbursement processing, balance sheets and checkbook ledgers.

SYSTEM FLEXIBILITY

Each Accounting and Financial Information System subsystem can be created and used separately. This modularity allows flexibility when choosing which phases of an accounting system are to be automated, and when they are to be used.

Some possible ways to use the system include:

- Create the entire Accounting and Financial Information System at one time, and immediately have a fully-automated accounting system.
- Create one subsystem at a time, while using the current accounting system for other phases of the application, to allow a gradual change to a completely-automated system. Since each subsystem prepares output that can be used by other phases of the current accounting system, there is no degradation of the accounting system through partial use.
- Create only some of the subsystems, if current accounting requirements do not necessitate using the entire Accounting and Financial Information System. For example, if an application had extensive inventory and accounts receivable, but current payroll and accounts payable functions are sufficient, only the Accounts Receivable, Inventory and the Financial Statements subsystems need be created. The Accounts Payable and Payroll subsystems could be added later without modifying other subsystems already in use.

ACCOUNTS RECEIVABLE AND INVENTORY PROGRAMS

The Accounts Receivable and Inventory subsystem features programs that provide automatic invoicing, issue statements against current and non-current invoices, and maintain customer records and inventory files.

AUTOB: AUTOMATIC INVOICING

Automatic invoicing is done by the AUTOB program, which can

- Print itemized invoices.
- Maintain invoice and inventory transaction records.
- Record back-order invoices.
- Prepare management reports.

STATM: STATEMENTS AGAINST CURRENT INVOICES

Current invoices are controlled by the STATM program, which can

- Prepare periodic statements from current invoice transactions.
- Update customer records.
- Maintain ledger accounts receivable entries.
- Maintain aged balance information for current invoices.

AUTST: STATEMENTS AGAINST NON-CURRENT INVOICES

Non-current invoices are controlled by the AUTST program, which can

- Prepare statements for all customers with a non-current balance due.
- Update aged balance information for non-current invoices.
- Maintain customer account records.

CUSAC: CUSTOMER ACCOUNT HANDLER

Customer account reports are issued by the CUSAC program, which can

- List aged accounts for 60-, 90- and 120-day periods.
- Retrieve and list customer accounts by customer account number (code) or list all accounts on record.
- Enter cash paid on account to customer's record, check account record and general ledger record.
- List total accounts receivable, total business to date, total amount of last statements or total amounts of last payments of all customers.
- List all customers who have not made payments within a specified number of days from last payment.

CUSHN: CUSTOMER FILE HANDLER

The customer master file is prepared and edited by the CUSHN program, which can

- List or change any item in a customer's record.
- Add or delete a customer's record.

INVIN: INVENTORY FILE HANDLER

The master inventory file is maintained by the INVIN program, which can

- List all current inventory with present wholesale and retail value.
- Retrieve date of last activity and quantity on hand for any item.
- List items equal to or below reorder level, showing reference number of supplier and cost of reordering.
- List current value of inventory.
- Make balancing entry to general ledger for cost of sales and inventory account.
- Enter, change or delete inventory items.
- Prepare back-order invoices when items are restocked.

ACCOUNTS PAYABLE PROGRAMS

The Accounts Payable subsystem features programs that handle creditor transactions and maintain the master creditor file.

PAYHN and PAYIN: CREDITOR TRANSACTIONS

Creditor transactions are processed by the PAYHN and PAYIN programs, which can

- Provide for a prompt payment discount.
- Automatically calculate the due date, discount amount and net amount by invoice and vendor.
- Issue check and itemized voucher for each payable invoice.
- Override amount to be paid on each invoice.
- Provide options for partial payments, override on discounts and reconciliation of negotiated invoices.
- Prepare a journal of invoices by vendor and invoice number.

VENHN: CREDITOR FILE HANDLER

The creditor master file is prepared and edited by the VENHN program, which can

- List or change any item in a creditor or vendor record.
- Add or delete a creditor or vendor record.

PAYROLL PROGRAMS

The Payroll subsystem features programs that maintain employee payment records, process payroll and tax reports, and maintain the employee master file.

PAYRL: EMPLOYEE PAYMENTS AND RECORDS

Employee payments and records are processed by the PAYRL program, which can

- Run a payroll with or without exceptions.
- Handle weekly, bi-weekly, semi-monthly and monthly payroll runs.
- Prepare payroll checks or a table of check information.
- Add, delete or change the status of employee records.
- List all employee records.
- Calculate state and federal withholding taxes.
- Calculate overtime payments.
- Record checks issued in the check account file.
- Provide for miscellaneous payroll deductions.

REPRT: PAYROLL REPORTS

Payroll reports are processed by the REPRT program, which can

- Prepare quarterly tax information for federal tax form 941.
- Prepare annual W-2 tax forms.

EMPHN: EMPLOYEE FILE HANDLER

The employee master file is prepared and edited by the EMPHN program, which can

- List or change any item in an employee's record.
- Add or delete an employee's record.

FINANCIAL STATEMENTS PROGRAMS

The Financial Statements subsystem features programs that maintain a full double entry ledger, prepare profit and loss statements, provide disbursement processing, maintain a check register, prepare balance sheets and maintain the master ledger file. Optionally, departmentalized general ledgers can be maintained.

LEDGR: FULL DOUBLE ENTRY LEDGER

A full double entry ledger is maintained by the LEDGR program, which can

- Run trial balances.
- Show current and year-to-date totals by ledger account transactions.
- Departmentalize the ledger.
- Update master ledger files at end of current period.

PANDD: PROFIT AND LOSS

Profit and loss statements are issued by the PANDD program on an overall and departmentalized basis.

DISBR: DISBURSEMENT PROCESSING

Disbursement processing is controlled by the DISBR program, which can

- Process journal entries for current transactions.
- Prepare printed disbursement vouchers.
- Provide for end-of-period adjustments.
- List current transactions with trial balance.
- List year-to-date transactions with trial balance.

CHEKH: CHECK ACCOUNT HANDLER

A check account register file is maintained by the CHEKH program, which can

- List all current checking account debits and credits.
- Provide current checking account balances
- Total all checking transactions in current files.

BALAN: BALANCE SHEET PROGRAM

Balance sheets are issued by the BALAN program, which also may be used to verify the profit and loss shown by the PANDD program.

LEDHN: LEDGER HANDLER

The master ledger and temporary ledger files are prepared and edited by the LEDHN program, which can

- List or change any item in a ledger record.
- Add or delete items.

UTILITY PROGRAMS

The Accounting and Financial Information System contains two types of utility programs. One type consists of setup programs that help convert current accounting records into files for use by each subsystem. The other type consists of programs that display, verify or change the size of system files.

SETP1: DEFINING ACCOUNTING PARAMETERS

The SETP1 program converts form requirements and other information into a master accounting parameter file for use by all the system programs.

SETP2: CREATING SYSTEM FILES

The SETP2 program creates disc space and directories for master and interim files. SETP2 performs the following functions:

- Generates a directory file for each subsystem master file; and directories for departmentalized ledgers, if used.
- Reserves disc file space for the master and interim files to be used in the application.

CONVR: DISPLAY FILE CONTENTS

The CONVR program can be used to list the contents of specified files.

UTIL: CHANGE FILE SIZE

The UTIL program can be used to check an interim file for available record space and to increase or decrease the disc area reserved for the file.

SYSTEM FILES

The Accounting and Financial Information System subsystems use three types of files when processing accounting information: master files, interim files and input files.

Master files contain system records that have been processed and verified. Interim files are holding files of current period accounting transactions and information generated during system processing of input files. Input files contain transactions and commands to system programs: these files are used to enter accounting information into the accounting application.

MASTER FILES

Master files are permanent files that contain the accounting system's data base. Master files are created when current accounting records are converted to system records; later they are updated periodically by system programs. There is one master parameter file and five master record files. Each master record file is associated with a directory file for direct accessing of records in the files:

MASTE: MASTER PARAMETER FILE

MASTE contains basic system parameters, such as starting check number, ledger account numbers, forms spacing specifications and current checking balance. The MASTE file is used by most system programs.

MASCU: MASTER CUSTOMER FILE

MASCU contains all pertinent data on customers. MASCU records contain names, addresses, current balance due, total business to date, credit rating and other items. MASCU is used by the following system programs: AUTOB, STATM, AUTST and CUSAC.

MASIN: MASTER INVENTORY FILE

MASIN contains complete inventory data, including quantities, model numbers, descriptions, reorder levels and cost and price figures. MASIN is used by the INVIN and AUTOB programs.

MASCR: MASTER CREDITOR FILE

MASCR contains information regarding creditors and vendors, including names, addresses, current balance due, total business to date and provisions for automatic issuance of regular payments. MASCR is used by the PAYHN and PAYIN programs.

MASEM: MASTER EMPLOYEE FILE

MASEM contains all employee records. MASEM is used by the PAYRL and REPRT programs.

MASLE: MASTER LEDGER FILE

MASLE contains the full chart of ledger accounts with year-to-date totals. MASLE is used by the following programs: LEDGR, PANDD, BALAN and DISBR. Optionally, departmentalized master ledger files can be created and maintained in addition to the MASLE file.

INTERIM FILES

Interim files are disc files that contain intermediate storage information and output from system processing of input files. These files are used to collect related transactions and information for periodic processing, to maintain the master files and to generate reports. There are seven interim files:

CHECK: CHECKBOOK REGISTER FILE

CHECK contains a list of all information on the checking account for the current period. CHECK records include all checks written and deposits made during the current time period. CHECK information is created by the PAYRL, PAYIN and CUSAC programs and processed by the CHEKH program.

CUSTR: CUSTOMER TRANSACTION FILE

CUSTR contains all customer transactions for the current period. CUSTR records are created by the AUTOB program and processed by the STATM and AUTST programs.

PAYFL: CREDITOR INVOICES FILE

PAYFL contains total information about all unpaid invoices. PAYFL records are created by the PAYHN program and processed by the PAYIN program.

TEMIN: TEMPORARY INVENTORY FILE

TEMIN contains current period inventory transactions. TEMIN records are created by the AUTOB program and processed by the INVIN program.

TEMPL: CURRENT LEDGER TRANSACTIONS FILE

TEMPL contains all current ledger transactions. TEMPL records are created by the following SYSTEM programs: PAYRL, PAYHN, PAYIN, DISBR, AUTOB, CUSAC and INVIN and processed by the LEDGR program.

PLFIL: CURRENT PROFIT AND LOSS TRANSACTION FILE

PLFIL contains current ledger information for profit and loss statements. PLFIL records are created by the LEDGR program and processed by the PANDD program.

BAKIN: BACK-ORDER INVOICE FILE

BAKIN contains information used to process back-order invoices. BAKIN records are created by the AUTOB program and processed by the INVIN program.

INPUT FILES

Input files contain transactions and the commands used to enter all new accounting information into system programs. When input files are processed, the results are stored in the interim files for checking and periodic updating of the master files. Input files are named by the customer, but the manuals in this series use the following names.

ININ — An input file used to orginate invoicing operations. Processed by the AUTOB program.

INCUS — An input file used to record payments on account. Processed by the CUSAC program.

DINPT — An input file used to initiate disbursement vouchers and journal entries. Processed by the DISBR program.

DATAB — Input files used when converting current accounting records to system files. Processed by these system programs: SETP1, SETP2, EMPHN, CUSHN, LEDHN and VENHN. When the system application is converted, DATAB is the input file used to make changes to the MASEM, MASCU, MASLE and MASCR files.

INPUT — An input file used to set up and edit entries for inventory records. Processed by the INVIN program.

INACT — An input file used to enter all new invoices into the Accounts Payable module. Processed by the PAYHN program.

PAYIT — An input file used to specify terms and conditions for processing payments to creditors. Processed by the PAYIN program.

EMPIN — An input file used to specify the order and type of employee payroll transactions. Processed by the PAYRL program.

SYSTEM COMMANDS

These commands are instructions to the system programs. Commands can be included within input files, along with the accounting transactions and data to be processed.

The commands provide great flexibility and efficiency in entering transactions, getting management reports and maintaining the master files.

Commands can be issued to perform these general functions:

- Setup and end a program.
- Add, delete, change or display specified information in a file, or list an entire file.
- Verify ledger account numbers.
- Issue a wide variety of reports and statements.
- Update a file.

SYSTEM SUPPORT

Hewlett-Packard supplies the Accounting and Financial Information System customers with supporting software documentation, extensive training facilities and expert field assistance.

SOFTWARE MANUALS

Accounting and Financial Information System Conversion Guide (HP 5951-1349)

This reference manual describes the programs and procedures used to convert current accounting systems. The manual includes instructions and forms for creating master, interim and input files; provides operating procedures for the conversion programs and gives examples of conversion procedures and formats.

Accounting and Financial Information System Job Control (HP 5951-1350)

This reference manual describes how to use every system program; the commands used by each program; how to setup, start and stop each program; and provides program charts and sample program runs.

Moving-Head Disc Operating System (HP 02116-91779)

This reference manual is a complete description of the Moving-Head Disc Operating System, including the extended file manager routines.

TRAINING FACILITIES

Customers can contract with Hewlett-Packard training centers for personnel training in system operations and usage.

FIELD ASSISTANCE

Hewlett-Packard's world-wide network of field representatives are always available to users of HP systems and applications.

SOFTWARE MANUAL CHANGES

ACCOUNTING AND FINANCIAL INFORMATION SYSTEM INTRODUCTION

(HP 5951-1348)

Dated April 1971

Some of the items below pertain not only to the ACCOUNTING AND FINANCIAL INFORMATION SYSTEM INTRODUCTION manual but also to the Manual Change Sheet itself. The highest-numbered entry is the most current. Therefore, these changes should be recorded first. This ensures that earlier entries which have been modified are updated on this sheet. Earlier entries which no longer apply are superceded by later entries.

4-71

Change Number	Description
1	Page 16, replace first paragraph with the following: Hewlett-Packard supplies the Accounting and Financial Information System customers with supporting software documentation. In addition, Hewlett-Packard provides extensive training facilities and expert field assistance on the use of DOS-M systems.
2	Page 17, add the following second paragraph: ORDERING INFORMATION The Accounting and Financial Information System can be ordered through your local Hewlett-Packard field representative, who can also supply additional information about the system. When inquiring about the system, use the following product name: DOS-M ACCOUNTING AND FINANCIAL INFORMATION SYSTEM.

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